

CAPPS Financials User Group Meeting Minutes

Thursday, March 24, 2022

9–11 a.m.

(Webinar Only)

I. Welcome/Announcements (Anthony Martin)

- User Group meeting materials are posted on FMX.
 - To be added to the user group distribution list, email the CAPPS Governance and Communications team at: CAPPS.CGC.BA@cpa.texas.gov
- Chelsa Vinklerek announced the launch of a new *Reporting Focus Group*.
 - The purpose of the group is to gain agency perspectives on the CAPPS reporting systems. All agencies are encouraged to participate and provide feedback on their reporting experience and any needs that are not being met.
 - The group will likely have separate meetings for HR/Payroll users and Financials users. If a user represents both HR/Payroll and Financials, they are welcome to participate in both focus groups.
 - Please email the CAPPS Governance and Communications team (shown above) to be added to the list of participants.

II. Production Update: Financials Support Requests (SRs) (Anthony Martin)

• SR Summary and Trend Report

- Reviewed the CAPPS Financials Summary and Trend Report 03/24/22 document.
 - In February, there were 69 high priority status tickets in various stages of work and 289 active SRs.
 - There were no critical tickets to report. As shown on the trend chart, there were 373 SRs opened and 337 closed in February.
 - The increase in tickets opened from last year is due to information, back change and code change requests submitted.
 - The downward trend for closed tickets this February is due to a decrease in HX Recycle reporting activities that were backlogged.

• Governance Approved Enhancements

- Reviewed the CAPPS Financials Governance Approved SRs 03/24/22 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 22804 adds a button to the HX recycle browser that copies data from USAS in lieu of manual update process. This SR migrates to production on March 31.
 - SR 24294 is pending production migration for March 31. This is a modification to the *Disposal Worksheet* to act the same as the *Access Management Retire/Reinstate* page.
 - SR 26236 was requested by DPS to add the email field to TX_Q_PSOPRDEFN view. This was approved by Steering Committee on March 8 with a priority of seven (7).

• Required Maintenance

- Reviewed the CAPPS Financials Required Maintenance 03/24/22 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 22873 is pending production migration on March 31. This is a modification to assign the USAS effective date as the journal date when generated making for a more accurate update between CAPPS and USAS.
 - SR 19436 is now complete. Updates were made to the USPS Interface to send error notifications to users instead of agency and CAPPS support.
 - SR 24572 is in *System Testing* and migrates to production on April 28. This ticket adds the missing duplicate inv. Error message to the MVA voucher.
 - SR 23560 enhances the batch info messages to be clearer and more concise between USAS and CAPPS. The SR is in *Statewide Acceptance Testing* and migrates to production on April 28.

III. Project Update: CAPPS Financials Fiscal 2022 Agency Deployment Project Dashboard (Nyguel Sanders)

- Reviewed the CAPPS Financials Fiscal 2022 Agency Deployment Project Dashboard 03/24/22 document.
- The project is green and on track for both the soft go-live date on Aug. 08, 2022 and the implementation date on Sept. 01, 2022.
- Key items:
 - This project is now at 66% completion.
 - Phase 2 System Testing continues.
 - Agency Security Sessions has started.
 - Conference Room Pilots are underway.

IV. Discussion Topic: How to Cancel a PO Line and Liquidate Funds Back to Requisition (Adrian Repress)

- Once the requisition is sourced to PO and the pre-encumbrance balance is zero, it has been dispatched to the vendor. The steps to properly cancel a PO line and liquidate funds back to a requisition are:

1. To start the cancellation process, click the **line details icon** of the line item that needs to be cancelled.
2. Once opened, click the red **X** at the upper right side of the page, next to the line status.

Note: *if the red **X** is not present it means that the line item cannot be cancelled. This is due to the user not having the authorization to cancel the line item or the vendor has already received invoice for it and therefore, cannot be cancelled.*

3. Upon clicking the red **X**, a notification appears asking if you want to continue with cancelling the line item. Click **Yes**.
4. A second notification appears asking if you want to open all requisitions for re-sourcing. Click **Yes**.

Note: *The next page shows that the line item has been cancelled. But the encumbrance balance remains the same. That's because there are more steps that must be completed to fulfill this process of releasing the funds.*

5. To release the funds, the requisition must be reapproved. Start by **saving the changes** made to the PO.
6. **Click the checkbox** next to the PO status and budget check icon to open the requisition that needs approval and budget check the PO.
7. Dispatch the PO.
The requisition details page now shows the new/accurate pre-encumbrance balance and can be sourced to another PO.

V. Upcoming Meetings

- Thursday, April 28, 2022 — Financials User Group meeting.